

AUTHORITY

This reporting form and the instructions are given in compliance with State Military Department Regulation Number 4-2, as provided in Section 31-2-81, ***Code of Alabama 1975***.

INSTRUCTIONS FOR ALL CANTEENS

1. All gasoline must be purchased from and delivered by a dealer or distributor duly licensed and bonded by the Alabama Department of Revenue. Records of all purchases and sales must be maintained and available for inspection by authorized personnel of the Alabama Department of Revenue.
2. An authorized officer or employee of the canteen must issue and deliver to the dealer or distributor a properly completed exemption certificate covering each purchase of gasoline using regulation exemption certificate forms. All certificates charged to you must be accounted for when audited. If any certificate is mutilated and not used to purchase gasoline, the certificate must be marked "void." Attach the white original and the yellow copy of the voided certificate to your next monthly report.
3. Certificates are to be issued in triplicate. The white original should be given to your gasoline dealer or distributor at time of purchase. The yellow copy must be attached to your monthly report to this department. The pink copy should be retained in the book for audit purposes. If the white original certificate is lost or destroyed, **do not issue a duplicate out of the certificate book**; give the dealer a letter containing all data in the original certificate, date issued, document number and number of gallons purchased, certifying that this is a true and correct copy.
4. This report is due on a monthly basis, that is all receipts of gas for one month and only that month should be included on that month's report. If you skipped an exemption certificate from a previous month, put that certificate on a separate report. This report is due by the 10th day of the month following the month of activity.

NOTE: Additional certificates may be obtained by writing to the Alabama Department of Revenue at the mailing address indicated on the front of this form or by calling (334) 242-9608.

ALL PREVIOUS NRLT:CR FORMS ARE OBSOLETE AND SHOULD BE DESTROYED.